

INSTRUCTIONS FOR COMPLETING EXEMPT EMPLOYEE ATTENDANCE REPORT

1. Record your employee file number on your time sheet each time you submit a time sheet. The employee file number is your identification number assigned to you at the time of hire.
2. All exempt employees must submit an attendance report each pay period in order to receive a paycheck, even if you do not have any absences or holiday hours to report.
3. If vacation, sick leave, CTO or personal holiday is used, record the number of hours on the appropriate line on the day it was used. The total number of hours used should be recorded in the applicable columns entitled TOTAL HOURS.
4. If time is being charged to multiple accounts, under the column(s) entitled Account Number and Percent, fill in the account number and the amount of time charged to that account.
5. Employee and Supervisor **must** sign the time sheet before it can be processed.